

Project report – funding for taxonomic research



A follow-up of the financial year is to be submitted no later than 20 February of the following year.

1. Contact information

Administrating organisation	Name, organisation:	CIN:
	Address:	
	Name, e-mail address and phone of the responsible manager	
Project leader	Name, e-mail, phone:	

2. Basic information about the contract

Contract reference no.	SLU.dha.	Funding granted (total, SEK):
Project title (Swedish)		
Project title (English)		
Contract period (date)	Start date:	End date:
In case of a decision granting an extended disposition period	New end date:	Decision date:
Current accounting period	Start date:	End date:
Type of report	Annual report	Final report

3. Presentation of the project's content

All lines must be filled in, except for rows 1–2, where only the line for the current report is to be filled in.

For annual reports: The funding has been disposed of in accordance with what is stated in the application and in accordance with the terms of the contract. In case of any deviation, comment below	Yes	No
For the final report: The final report is attached, including a summary in Swedish and English.	Yes	No
New tariff for science, Sweden or the Nordic countries, other taxonomic changes. If yes, attach the Taxon report.	Yes	No
New or improved observation data. If yes, attach the list of observation reports or references to reported data.	Yes	No
Materials for species identification (e.g., keys, images, texts, DNA sequences). If yes, attach a list of materials that can be published in the web applications of SLU Swedish Species Information Centre.	Yes	No
Scientific and popular science publications based on results from the taxonomy initiative. If yes, attach the publication in pdf format.	Yes	No
Comments on the presentation of the project's content (max 1000 characters, incl. spaces)		

4. Signature

It is hereby certified that the above report corresponds with the administrating organisation's recorded costs for the activity and that the funding allocated by SLU Swedish Species Information Centre has been used for the correct purpose and in accordance with the established contract.

Place and date	For the administrating organisation (responsible manager, name in block letters, and signature)

Instructions

1. Contact information

In case of unchanged contact information, only the name of the project leader and the administrating organisation is to be entered.

2. Basic information about the contract

Retrieve the requested information from the signed contract. If a decision has been made to grant an extended contract period, the decided end date, as well as the date of SLU Swedish Species Information Centre's decision in the case, must be specified. Annual reports refer to the accounting for a single year within the framework of an ongoing contract. The final report refers to the accounting for the entire project period and is only made in connection with the completion of the project. The same form is used in both cases.

3. Presentation of the project's content

Fill in the checklist, attach files where relevant, and provide references where requested. For more information about what the various items in the checklist entail, see § 7 of the general terms and conditions of the contract. All lines must be filled in, except for rows 1–2, where only the line for the current type of report is to be filled in.

For annual reports, certify that the funding has been used in accordance with what is stated in the application and the terms of the signed contract (see §§4–6 of the general terms and conditions of the contract and §1.5 of the appendix to the application form, "Instructions for the project plan"). Comment on any deviations and write a short account of the activities carried out in the comment field.

For the final report, compile the content according to the instructions set out here and attach it as a pdf. The final report should comprise 2–4 A4 pages (max 12,000 characters), and should also be accompanied by a summary in English and Swedish (2,000–3,500 characters each). The summary may be published on the website of SLU Swedish Species Information Centre, which is why it is important that it is intelligible to persons who are not specialists in the field.

The content is presented in the following sections:

- Introduction
- Materials and methods
- Results
- Discussion and conclusions
- Communication of the project and access to data (see §§1.5–1.6 of the appendix to the application form, "Instructions for the project plan")
- A list of publications and manuscripts that are partly or wholly a result of the project

4. Signature

The report can either be signed electronically via <https://edusign.sunet.se/> or manually. If the report is signed manually, the original report must also be sent by post to the address listed below. If the report is signed electronically, then as a higher education sector employee you will already have an account linked to eduSign. Select your higher education institution and then follow the steps.

If you are not employed in the higher education sector, you will first need to create an eduID. You can do this on <https://eduid.se/>. To log in to eduSign, search for "eduID Sweden" in the list of higher education institutions.

SLU Swedish Species Information Centre
The Swedish Taxonomy Initiative Research Office
PO Box 7007
SE-750 07 Uppsala

The report must be received by SLU Swedish Species Information Centre no later than **20 February** of the year following the accounting year to which the report relates. For further questions, please contact us by e-mail at ansokan.artprojekt@slu.se

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